

## **POLICE BUDGET MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Police Budget Manager position exists is to coordinate, manage and perform a variety of complex and highly responsible financial activities for the Police Department including; the development of police capital projects, the department budget, and the department five year plan. Exercises direct supervision over a Police Budget Analyst. Work is performed under general supervision of the Police Chief.

### **ESSENTIAL FUNCTIONS:**

Supervises the department's budget preparation process, five year plan, capital improvement program including providing training, information, and technical assistance to program managers; resolves associated problems with coordinating the budget process.

Manages department's grants and donations programs. Evaluates all requests for funds, transfers, and supplemental appropriations; prepares recommendations.

Plans, supervises, trains, assigns work, and evaluates the work of staff and other department employees assigned to budget development or monitoring responsibilities.

Develops and implements the budget office work plan and strategic issues; monitors work flow; implements policies and procedures; reviews and evaluates work output, methods, and procedures.

Recommends and assists in the implementation of goals and objectives for special programs and projects. Provides project management expertise to coordinate and implement department wide projects.

Develops, reviews and implements police capital projects, serves on the citywide committee for the review and prioritization of citywide capital improvement projects.

Performs research studies, feasibility studies, needs assessments, cost/benefit analyses, cross impact analyses, and management studies; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports on various software on a computer terminal requiring continuous and repetitive arm movements.

Serves on department and City wide task forces for the development and implementation of new budget programs, and new accounting/purchasing systems; provides training, and on going technical support for the Police Department. Represents the department at City Council meetings and makes oral presentations.

Pursues and researches grant and donation opportunities to assess their viability as an enhancement to city resources. Coordinates department grant applications, grant financial reports, and grant activity reports; develops good rapport with funding agencies.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

Municipal finance administration, accounting, and economic principles and practices, and internal control procedures.

Municipal management practices and problems.  
Proper budget preparation and control mechanisms.  
Standard operations and systems analysis techniques.  
Standardized supervisory techniques and practices.  
Applicable rules, regulations, policies, and ordinances of the City and laws of the State.  
Microcomputer equipment and software for spreadsheets and data bases.

Ability to:

Perform a broad range of supervisory responsibilities over others.  
Produce written documents and reports with clearly organized thoughts using proper English sentence construction, punctuation and grammar.  
Make rapid and accurate calculations (adds, subtracts, multiplies, divides, figures percentages, averages and other statistical calculations).  
Operate a microcomputer, related software, and keyboard device.  
Operate standard office machines such as an adding machine and a calculator.  
Communicate orally with co-workers, clients, customers, agents from other governmental agencies, and member of the public in face-to-face one-on-one settings, in group settings, or using a telephone.  
Work cooperatively with other City employees and the public.  
Comprehend and make inferences from written material in the English language.  
Review or check the work products of others to ensure conformance with standards.  
Work safely without presenting a direct threat to self or others.

**Education & Experience**

This position requires a Bachelor's degree and 3-5 years progressively responsible experience in the development, administration, and analysis of municipal budgets, including some supervisory experience. Requires extensive experience with governmental budget development and administration; pertinent federal, state, and local laws, rules and regulations. Experience with computerized financial systems is critical, along with various Microsoft software programs (Word, Excel, PowerPoint, Schedule + and Exchange).

FLSA Status: Exempt

HR Ordinance Status: Unclassified